

APPENDIX C. QUICK REFERENCE FOR PACKAGE ASSEMBLY

| LEFT SIDE | RIGHT SIDE |
|--|---|
| Director Signature | |
| Note to Reviewers, if necessary Original DOI tasking profile and incoming Original draft from Division or Region Background material, if any | Original FWS letterhead and envelope (include appropriate mailstop designation on envelope) FWS surname 4 copies (consists of letterhead copy (list all cc's), ETP sheet, DOI tasking profile, and incoming) |
| ExecSec Drafts/Simultaneous Surname | |
| Note to Reviewers, if necessary Original DOI tasking profile and incoming Original draft from Division or Region Recent signed correspondence on same subject, if any | FWS surname Secretary's yellow ladder surname (DO NOT STAPLE) 4 copies of DOI tasking profile and incoming |
| Finals - Secretary Signature | |
| Note to Reviewers, if necessary Original DOI tasking profile and incoming Original draft from Division or Region | Original Secretary of the Interior letterhead and envelope (include appropriate mailstop designation on envelope) Secretary's yellow ladder surname with surnames transposed (handwritten or typed), staple all original simultaneous surnames, and copy of enclosure FWS surname set (includes copies of ladder and simultaneous surnames, internal drafts, original draft, ETP sheet, DOI tasking profile and incoming) 2 copies original letterhead (list all cc's), Secretary's ladder and simultaneous surnames, DOI tasking profile and incoming |
| Finals - Assistant Secretary for Fish and Wildlife and Parks | |
| Note to Reviewers, if necessary Original DOI tasking profile and incoming Original draft from Division or Region | Original Office of the Secretary letterhead and envelope (include appropriate mailstop designation on envelope) Secretary's yellow ladder surname with surnames transposed (handwritten or typed), staple all original simultaneous surnames and copy of enclosure FWS surname set (includes copies of ladder and simultaneous surnames, internal drafts, original draft, ETP sheet, DOI tasking profile and incoming) 4 copies original letterhead (list all cc's), Secretary's ladder and simultaneous surnames, DOI tasking profile and incoming |
| Outside/Top of Folder | |
| Original FWS Executive Tasking Profile Sheet. | |